*PC Sync and
Organizer Setup*

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*Instalación del PC Sync y
el Organizador*

User's Guide
Manual del usuario

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Installing the PC Sync

Your CD comes with a README file (English only) which contains detailed instructions on how to use your PC Sync. Please note that the program has the following system requirements:

- Windows 95 or 98 (English version)
- 10 MB RAM
- 20 MB hard disk space
- CD-ROM drive (for installation)
- One free serial communications (COM) port

Do the following to install the PC Sync on your personal computer.

1. Go to Start | Run.
2. Type d:\setup-eng and press ENTER.
3. Follow the instructions on the screen.

   The default drive for the CD ROM is *d:.* If your CD-ROM drive letter is different, then replace *d:* with the letter you designated for your CD-ROM drive.
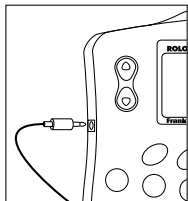
To start your PC Sync Program, do the following:

1. Go to Start | Programs|PC Organiser.
2. Click on PC Organiser.

Transmitting or Receiving Records

Connecting the Serial Cable

Before you can transmit or receive records you need to do the following:

1. **Turn your personal computer off.**

2. **Connect the 9-pin plug of the Organizer PC Sync cable into a free communications (COM) port.**

3. **Connect the single-pin plug of the cable into the PC PORT hole on the left side of your organizer.**

Confirming the Configuration of the Organizer Software

On your PC, go to Start|Programs|PC Organiser and click PC Organiser.

Note: Make sure the model number displayed on the title bar matches the model number on your Rolodex unit. If the model number does not match do the following:

1. **Go to File|New and re-name the existing Folder.** You may select any name of your choice. Please type the name without spaces.

2. **Select your model number from the drop-down menu under Model.**

3. **Click OK.**

Synchronizing Data With PC Sync

When you synchronize your data, records that were deleted either in your Organizer or PC Sync Program will be deleted in both. New records added in either, will now be added in both. Edited records will be updated in both. If you edit the same record in both your Organizer and your PC Sync Program, copies of both records will be retained.

> **Warning!** The initial transfer of data MUST BE an Import or an Export. Synchronize is to be used ONLY to merge information between the PC and the unit. Also, Synchronize is not to be used for one-way transfers. Failure to follow these instructions can result in corruption and/or loss of data.

1. **Make sure that the cable is connected securely to both the PC and the Organizer.**
2. **In the PC Sync for Windows, click File | Sync with Organizer on the menu bar.**

   Verify the model and COM port information.

3. **Click SYNC to confirm synchronization.**
4. **Press (Time) on your Organizer until the Home Time screen appears.**
5. **Press Sync to enter the data communication mode.**

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```
1-SYNC?
2-TX?
3-RX?
```

6. Use ● or ● to select *1-SYNC?* or press 1.

7. Press ENTER to start synchronization.

During synchronization, you will see the following messages:

Transmitting…   this means your Organizer is transmitting the data necessary for synchronization.

Receiving…   this means your PC has processed the data and is transmitting back the data necessary for synchronization.

WAIT…   this means the Organizer is updating the records.

OK!   this means synchronization is complete.

After two seconds, your Organizer will return to the initial display mode.

> **WARNING!** Once you transfer data between your organizer and the PC, they become a matched pair. Should you try to synchronize data between your organiser and a different PC, your data is likely to be corrupted. It is best to synchronize between a single matched pair.

Note: You cannot send or receive a single directory between your handheld Organizer and PC Sync for Windows. You can send either a single record or all the directories.

> **Warning!** When you transfer all directories, your old records at the receiving end will be overwritten. If you wish to retain records unique to your Organizer or PC Sync, choose Synchronization instead of Import or Export.

Importing A Single Record from the Organizer

1. **Click** **(RECEIVE RECORD) on the toolbar of your PC Sync for Windows.**
2. **Click OK.**

   Verify the model and COM port information.
3. **Click the Import button to confirm the operation.**
4. **Find the file you wish to transmit on your handheld Organizer.**
5. **Press Sync and select *2-TX* or press 2.**
6. **Press ENTER to start the transmission.**

   The record will be added to PC Sync as a new record.

Importing All Records from the Organizer

1. **Click File | Import from Organizer on the menu bar of your PC Sync.**

   Verify the model and COM port information.

2. Click the Import button.

3. Press ⊕(Time) on your handheld Organizer until the Home Time screen appears.

4. Press Sync to enter the data communication mode.

5. Use ● or ● to select *2-TX* or press 2.

6. Press ENTER to start the transmission.

Receiving a Single Record from the PC

1. In the PC Sync for Windows, select the record you wish to transmit.

The arrow marks the selected record.

2. Click 🖳 (SEND RECORD) on the toolbar of your PC Sync for Windows.

3. Click OK.

Verify the model and COM port information.

4. Press ⊕(Time) on your handheld Organizer until the Home Time screen appears.

5. Press Sync to enter the data communication mode.

6. Use ● or ● to select *3-RX* or press 3 and then press ENTER to start receiving the data.

7. Click the Export button to begin transmission.

The record will be added to your Organizer as a new record.

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Receiving All Records from the PC

1. Press ⌚(Time) on your handheld Organizer until the Home Time screen appears.

2. Click File | Export to Organizer on the menu bar of your PC Sync.

   Verify the model and COM port information.

3. Press Sync on your unit to enter the data communication mode.

4. Use ● or ● to select *3-RX* or press 3 and then press ENTER to start receiving the data.

5. Click the Export button on the PC to start the transmission of data.

Password Protection: You can set or change your password in your PC Sync by clicking on File|Password and entering a numeric password of up to 6 digits. It is recommended that your write your password down and keep it in a safe place. **WARNING**: If you lose your password you will have to reset your unit and you will lose all your data.

You can change or remove your password at any time. Click on **File|Password** and enter your password in the *Change Password for Folder* dialog box. In the *New Password for Folder* dialog box, enter a new password and verify it to change your old password, or click OK to remove your existing password.

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